GOVERNMENT VEHICLE ACCIDENTS

OPERATOR PROCEDURES AT THE SCENE

A. STOP IMMEDIATELY.

B. TAKE STEPS TO PREVENT FURTHER ACCIDENTS AT THE SCENE.

C. CALL EMERGENCY PERSONNEL IF NEEDED.

D. NOTIFY POLICE

E. DO NOT SIGN ANY PAPERS OR MAKE STATEMENTS AS TO WHO WAS AT FAULT. (EXCEPT TO SUPERVISOR OR GOVERNMENT INVESTIGATOR.

OPERATOR PROCEDURES AT THE SCENE CONTINUED…

F. GET NAME AND ADDRESS OF EACH WITNESS (ASK WITNESS TO COMPLETE SF-94, STATEMENT OF WITNESS, LOCATED IN ACCIDENT KIT IN GLOVE BOX.

G. STATE NAME, ADDRESS, PLACE OF EMPLOYMENT, AND UPON REQUEST SHOW OPERATORS PERMIT.

H. ALL GMV'S ARE SELF INSURED BY THE US GOVERNMENT. USE THE STATEMENT ON THE BACK OF THE MOTOR VEHICLE ACCIDENT REPORTING KIT AS PROOF OF INSURANCE.

I. COMPLETE SF-91, MOTOR VEHICLE ACCIDENT REPORT AT THE SCENE. (LOCATED IN KIT). IF CONDITIONS PREVENT USE OF THE KIT, MAKE THE FOLLOWING NOTES:……

OPERATOR PROCEDURES AT THE SCENE CONTINUED…

1. REGISTRATION INFORMATION FOR OTHER VEHICLE(S) (OWNERS NAME, TAG NUMBER, STATE SERIAL NUMBER, VEHICLE DESCRIPTION).
2. INFORMATION ON OTHER DRIVER(S) (NAME, ADDRESS, OPERATOR'S PERMIT NUMBER, AND EXPIRATION DATE).
3. NAME OF ADDRESS OF EACH INDIVIDUAL INVOLVED AND EXTENT OF INJURY, IF ANY.
4. NAME AND ADDRESS OF COMPANY INSURING OTHER VEHICLE(S) AND INSURANCE POLICY NUMBER.

5 GENERAL INFORMATION SUCH AS LOCATION, TIME, MEASUREMENTS, WEATHER, DAMAGE, ETC.

J. RENDER ONLY EMERGENCY FIRST AID (TO STOP BLEEDING, CPR, ETC.)

COMMAND ACCIDENT REPORTING (THE FIRST 24 HOURS)

- ACCIDENT HAPPENS
- OPERATORS PROCEDURES AT SCENE COMPLETED (IF REASONABLE) (I.E. SF-91)
- RS NOTIFIES DISTRICT HQ AND GSA (ASAP)
- MISHAP REPORT COMPLETED AND SENT TO DISTRICT HQ (WITHIN 24 HOURS)

FOLLOW UP ACTIONS

- SF-91 AND POLICE REPORT SENT TO DISTRICT HQ AND GSA. (AS SOON AS POLICE REPORT IS AVAILABLE)
- OFFICAL ESTIMATES FOR DAMAGE OBTAINED FROM GSA APPROVED REPAIR LOCATION. (IF OVER $2500, 3 ESTIMATES WILL BE OBTAINED AND GSA WILL DIRECT RS TO PREFERRED LOCATION) *(NOTIFY DISTRICT LOGISTICS OF THIS ESTIMATE)
- VEHICLE SENT TO REPAIR LOCATION FOR ACTUAL REPAIR.

FOLLOW UP ACTIONS CONT…

- ACCIDENT INVESTIGATION INITIATED BY OFFICER. (TYPE OF INVESTIGATION TO BE COVERED IN A LATER SLIDE MATRIX)
- AFTER REPAIRS ARE COMPLETED, THE RS WILL BE BILLED BY GSA.
- ACCIDENT INVESTIGATION COMPLETED AND FORWARDED TO THE DISTRICT HQ IN A TIMELY MATTER.

SAFETY MISHAP REPORTING

- FOR MOTOR VEHICLE ACCIDENTS INVOLVING PROPERTY DAMAGE OVER $2000 AND/OR RESULTING IN LOST WORKDAYS, A GROUND OCCUPATIONAL SAFETY AND HEALTH MISHAP REPORT (APPENDIX M) WILL BE SUBMITTED.

SAFETY MISHAP REPORTING

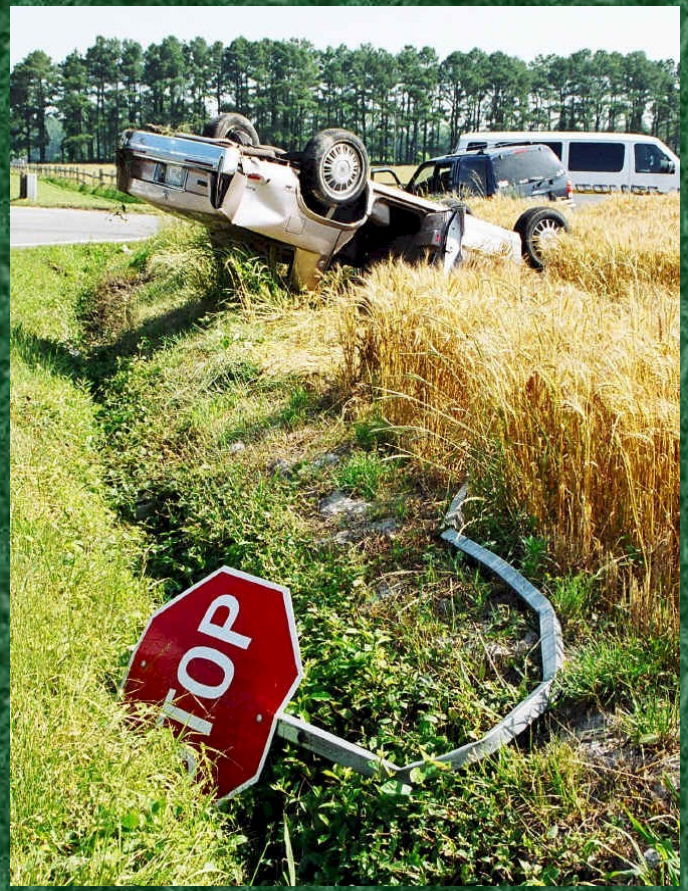
- THE GROUND OCCUPATIONAL SAFETY AND HEALTH MISHAP REPORT IS DUE TO DISTRICT (LOG) WITHIN 10 DAYS OF ACCIDENT OCCURRENCE.

- A MASTER FILE OF GROUND OCCUPATIONAL SAFETY AND HEALTH REPORTS MUST BE KEPT FOR A TWO YEAR PERIOD.

ACCIDENT INVESTIGATIONS

PURPOSE

- TO DETERMINE THE CAUSE OF THE ACCIDENT.
- TO ASCERTAIN THE DEGREE OF RESPONSIBILITY, IF ANY, OF MARINE CORPS PERSONNEL INVOLVED.
- TO DETERMINE THE DISPOSITION OF GSA/MARINE CORPS PROPERTY.
- TO PROTECT THE RIGHTS OF THE UNITED STATES GOVT.



TYPES OF INVESTIGATIONS

LEGEND

CODE	DEFINITION	SOURCE
L	LITIGATION INVESTIGATION	JAGMAN
C	COMMAND INVESTIGATION	JAGMAN
S	CERTIFICATE OF LIMITED REPORT	APPENDIX L
M	GROUND OCCUPATIONAL SAFETY AND HEALTH MISHAP REPORT	APPENDIX M

INVESTIGATION DECISION CHART

TYPE OF INCIDENT	COST UNDER 5K	COST OVER 5K
CLAIM FOR/AGAINST COVERNMENT	S	L
CIVILIAN INJURY/CLAIM	L	L
MILITARY CLAIM/ INJURY/LINE OF DUTY	C/M	C/M

INVESTIGATION PAPER TRAIL

1. RS SUBMITS INVESTIGATION TO DISTRICT HQ.
2. DISTRICT SUBMITS INVESTIGATION TO ERR/MCRD LEGAL.
3. ERR LEGAL SUBMITS INVESTIGATION TO REGIONAL NAVAL LEGAL SERVICE OFFICE. (PENSACOLA OR NORFOLK)
4. NAVAL LEGAL SERVICE OFFICE PAYS CLAIMS MADE AGAINST GOVERNMENT.

REVIEW

1. OPERATOR REPORTING PROCEDURES

2. COMMAND REPORTING PROCEDURES

3. ACCIDENT INVESTIGATIONS

QUESTIONS???

THE “NOT SO PHANTOM” DEER